



Vista for Parents: User Guide 2018/2019

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Section 1: Introduction

Vista is QMC's electronic system for monitoring student progress and communicating between staff, students and home. Students, teachers and parents are able to view a wide range of information including:

- Contact
- Exam Timetable
- One to Ones – reviews with Personal Tutors
- Personal Details
- Progress – homework completion and marks summary
- Timetable
- Weekly Attendance

In most cases Vista will reveal a positive picture but there may be occasions when lower than expected progress is being recorded or attendance is poor. Any emerging concerns can then be discussed at home with your son/daughter or you can contact the College via the Personal Tutor for additional information and proposed action(s).

Students will have immediate access to their records when they join us. A letter to Parents and Guardians explaining how to access VISTA for the first time, with a parental USER ID and Password, will be posted towards the end of September. A summary of how to access the system can also be found on the last page of this document.

Your main contact at the College will be with the Personal Tutor, a direct link to their email address can be found on the Vista for Parents front page (Progress page).

When you first log in you will see the **Progress** page screen below:

Links within the page

Page selector icons

Tools

Personal tutor email link

Photo

g h i

Class	View completed	Concern Level	STG	1	2	3	4	SOY	1	2	3	4	Avg	Last	Sub	YTD 4 wks	YTD 4 wks		
>> Business L3 Ext Diploma Year 1 BT917-X1-D	3		D	D	D	D	D	2	1	2	2	(/)	n/a			96	95	12	2

Note the:

Page Selector Icons – There are **4 Icons** located at the very top of the screen, **Student, Messages, Help and Logout** which each represent a **Page** (area) on the VISTA site. The **Student Page** links to **Progress** which contains links to a variety of personal and work specific information. The **Messages Page** contains links to notes and messages. The **Help Icon** will open up this PDF for printing and to assist you in navigating around the site. The **Logout Icon** will log you out of VISTA.

Links within the Page - These are displayed on the **left hand side of the screen in the blue VISTA area, click directly on each link to take you to the information indicated.** The **Progress** link contains the majority of information within the Student page.

Tools – These are used to print or copy the data from the screen (click on the appropriate link as required).

In addition, on the Progress Page only, you can view the following:

Personal Tutor Email Link – Click the link in order to email the personal tutor if you have any queries about performance or attendance. Tutors will follow up your query as quickly as possible but please bear in mind that they have a full teaching timetable and other responsibilities so it is unlikely that they will be immediately available. If you need urgent contact please telephone the Help Desk on 01256 417500.

Section 2: The Progress Link (see diagram above)

1. **Average GCSE Score** - The average GCSE score is calculated by adding together the points score for each GCSE grade or BTEC First result and dividing the total by the number of subjects taken. This is calculated by QMC at point of entry, for example an GCSE A* gives a point 8 score, and E = 3 point score.
2. **Tutor** - The staff initials of the student's Personal Tutor and Assistant Principal are displayed. Each Personal Tutor, via their Director of Learning, works under the overall direction of a specific Assistant Principal.
 - Assistant Principal HHN - Helen Henderson
 - Assistant Principal KND - Kate NeedEach of our Assistant Principals is supported by a Divisional Administrator within our Management Support Team.
3. **Class List** - Each subject being studied is listed together with attendance, punctuality and performance indicators. As a general rule, green is good and pink is not so good. The categories of information are as follows:
 - a. **Concern Level** - This may well be blank. It will only be activated when a teacher has serious concerns over a student's performance. Concerns will be expressed either as [1] At Risk of Failing, or [2] At Risk of Serious Underachievement (judged to be 2 grades or more below Minimum Target Grade).
 - b. **MTG/STG** – The Minimum Target Grade (MTG) is based on how students performed nationally in this subject based on their average GCSE score. The MTG is the grade that the student should be aiming at **as a minimum**. However, we believe all students can achieve high grades.
 - c. **Working At Grade/WAG Grade (WAG)** - These are not predictions of future exam performance but an estimate by a subject teacher of the grade at which a student is currently working. If the WAG is at or below the MTG it may well indicate the need for improvement in some aspect of a student's work, which will have been discussed with the subject tutor.
 - d. **WAG Effort** - Each time a teacher enters a WAG estimate they also enter a Future Target Grade (FTG): the grade that, with effort, the student should be aiming to achieve. We also record an effort grade [ranging from 1 (excellent) to 4 (poor)]. The FTG is the grade we aim to use as part of the UCAS process for university admission.
 - e. **Summary Mark book** - Assignments are set and marked in all subjects throughout the year to help students understand how they are performing and what they need to do to improve. These are known as summative assignments. Some departments record other marks (such as homework/short tests, etc) that are useful pointers for teachers and students.

My assessments may include:

- The average grade achieved in all summative assignments submitted.
- The grade achieved in the last summative assignment.
- The average grade achieved in all assignments.

- Figures in brackets indicating the number of assignments completed by the student out of the number of assignments set for the class.

Marks are coloured in green if the grade is at least one grade better than the MTG (Minimum Target Grade), indicating good work. Marks one grade lower than the MTG are in pink indicating room for improvement.

- f. **Attendance and Lates** – These figures are produced automatically from the electronic class registers completed by the teacher at the beginning of each class or the Help Desk as appropriate.
- YTD (Year to Date) shows attendance in that class across the entire academic year so far.
 - 4 weeks shows attendance for that period so it is possible to see whether recent attendance is in line with, above, or below the average for the year.
 - A similar picture is given to indicate the number of times a student has arrived late to lessons.
- g. **Weekly Attendance** - This displays a complete attendance record for the last three weeks, including a registration mark, reason for absence code and late mark. Attendance is also shown pictorially as a thermometer for the last full week and the last month respectively.
- h. **One to Ones** - All students have regular review meetings with their personal tutor, focusing on issues relating to academic progress and progression. Topics covered include attendance, work completion, marks gained and next steps. The meetings are intended to enable the student to see a way forward in tackling difficulties and achieving further improvement in performance. You can see a record of past appointments by clicking the *One to Ones* link at the bottom of the screen, or to the left of the screen.
- i. **My Assessments | Attendance Trends** – Entered by students for discussion at One to Ones.

Section 3: Other Links from the Student Page.

1. **Contacts** - This link contains the contact information that we hold for you. Please email us with any updates or amendments.

The screenshot shows a web browser window with the URL <https://intranet.qmc.ac.uk/vista2006/vistaParent/index.asp>. The page features a navigation bar with icons for Student, Messages, Help, and Logout. A sidebar on the left lists various links such as Contacts, Exam Timetable, One-to-Ones, Personal Details, Progress, Timetable, Weekly Attendance, and Logout. The main content area displays the profile for Laura Silver.

Laura Silver	
Title:	Ms
Official Forenames:	Laura
Known as:	Laura
Gender:	F
Previous School:	Bishop Challoner Catholic Secondary School
Date of Birth:	01 January 2000
Average GCSE :	5.9
Indicative GCSE :	5.9
Admission Number:	DDHNNL
Unique Learner Number:	
Tutor Group:	AKI/KND/TU17
Tutor Name:	Ali Kanji
Assistant Principal:	Kate Need
Address:	Cliddesden Road Basingstoke Hampshire RG21 3HF
Telephone:	01256 417500
Mobile:	07256 417500
Car/Bike Reg:	
Email:	DDHNNL@student.qmc.ac.uk

2. **Exam Timetable** - This lists all future exams that your son or daughter has been entered for during the academic year. Payment for re-sits, exam papers, etc, can be made online at certain times of the year. This online payment system will be available on the QMC website (www.qmc.ac.uk) and activated as appropriate.

The screenshot shows the Vista system interface. At the top, there are icons for Student, Messages, Help, and Logout. The main content area displays the following information:

Exam data for Laura Silver
 Official Name for Exams: Laura Silver
Exam Timetable -- Centre No: 58437

Below this is a table header with columns: **Date Start time Paper Name Paper Reference Cand No Room Seat**. The table content is currently empty.

On the left sidebar, there are navigation links: Contacts, Exam Timetable, One-to-Ones, Personal Details, Progress, Timetable, Weekly Attendance, Logout, and Tools (Print, Copy).

3. **One-to-Ones** - A chronological detail of all one-to-one meetings held with the student can be found via this tab or by using the link at the bottom of the **Progress Page**.

The screenshot shows the Vista system interface displaying the 'One to One Feedback for : Laura Silver' page. The page contains a table with the following columns: Date, Time, Author, Status, 1-1 Summary, and 1-1 Actions.

Date	Time	Author	Status	1-1 Summary	1-1 Actions
30/1/2018	12:45	AKI	Completed	Missing when we were supposed to carry out our 121. We were going to have a look at the progress as all first three units of the year have been submitted to the exam board now.	
7/11/2017	12:45	AKI	Completed	I am aiming for D*D*D", my attendance is 100% and all my work has been handed in on time. My targets were to Complete all tasks on time, get Max marks on every assignment, yes I've achieved them	Continue to hand in assignments on time get the most marks possible look into different universities Keep up the good work. Make sure you do not miss any deadlines. Use Google calendar and GC to help you with your organisation.
22/9/2017	12:25	AKI	Completed	You wanted to study architecture at Uni but they need maths. We played with Unifrog and found that there are plenty of options even with our current scenario but we have to work harder to get into good universities. You are also going to be taking private tuition for maths.	Continue to track Laura's progress.
31/1/2017	13:50	VBN	Completed	Settled in well. No issues reported. Key Indicators such as meeting deadlines, attendance and punctuality look good. Have made new friends.	Catch up with Laura again about possible University courses.
17/1/2017	11:30	VBN	Completed	Laura wants to study Architecture at university and she has started to look at possible courses and universities - Bath. The entry requirements for Architecture at some Universities are high and we discussed this 4AB. Laura is confident she can achieve this in her subjects, I suggested tracking her progress and marks to realistically achieve this. I also suggested looking at Universities with lower entry requirements so she has a mix when she applies.	
17/1/2017	11:30	VBN	Completed	Spoke to Laura briefly about how college is going. She is pleased with how the mock Maths exam went last week and she is confident she has done well. Laura is still very keen to study Architecture and she had begun to look into University courses - Cardiff and Bath. These universities have high entry requirements 3 x As which discussed this in more detail whether Laura thinks she can achieve this and what needs to be in place to support her with this. I suggested Laura also looks at courses with lower entry requirements so she has a range to apply to. We will talk again about this in a few weeks time.	
1/12/2016	09:50	VBN	Completed	Laura does need to focus on the presentation of her work. I think she is very capable of doing this and we discussed this in the one2one. A good start Laura some great ideas shown and developed to a good standard, just need to work on presentation and annotation of work	Continue to review with Laura the presentation of his work and idea directions.
15/11/2016	11:25	VBN	Completed	Laura feels everything is going well at QMC. She feels all the individual subjects are going well. Laura checks Vista regularly and is aware of her attendance rates in her individual subjects. Laura's career aspirations are to study Architecture.	Discuss possible HE courses, entry requirements, tracking grades for career aspirations.
11/10/2016	13:20	VBN	Completed	Laura currently has 100% attendance and her SOY grades are Graphics - 1, Maths - 1, Physics - 1. Laura would like to study at University Architecture she is looking at Bath	Further discussions about University and career options.

On the left sidebar, there are navigation links: Contacts, Exam Timetable, One-to-Ones, Personal Details, Progress, Timetable, Weekly Attendance, Logout, and Tools (Print, Copy).

4. **Personal Details** - Please use the link on the contacts screen to inform us of any errors within the personal data section. Please be aware of the importance of a correct Date of Birth and Full Name for exam certification as this cannot be amended retrospectively.

Vista x
Queen Mary's College [GB] | https://intranet.qmc.ac.uk/vista2006/vistaParent/index.asp

Student Messages Help Logout

vista

- Contacts
- Exam Timetable
- One-to-Ones
- Personal Details
- Progress
- Timetable
- Weekly Attendance
- Logout

Tools:

- Print
- Copy

Laura Silver

Title: Ms

Official Forenames: Laura

Known as: Laura

Gender: F

Previous School: Bishop Challoner Catholic Secondary School

Date of Birth: 01 January 2000

Average GCSE : 5.9

Indicative GCSE : 5.9

Admission Number: DDHNNL

Unique Learner Number:

Tutor Group: AKI/KND/TU17

Tutor Name: Ali Kanji

Assistant Principal: Kate Need

Address: Cliddesden Road
Basingstoke
Hampshire
RG21 3HF

Telephone: 01256 417500

Mobile: 07256 417500

Car/Bike Reg:

Email: DDHNNL@student.qmc.ac.uk

5. **Timetable** - This displays the current weekly timetable for your son or daughter. If any change is made to the timetable it will not be visible in VISTA until a full 24 hours after the amendment is made.

Student Messages Help Logout

vista

- Contacts
- Exam Timetable
- One-to-Ones
- Personal Details
- Progress
- Timetable
- Weekly Attendance
- Logout

Tools:

- Print
- Copy

Current Timetable for Laura Silver

Day	Start	End	Room	Class	Teacher
Monday	08:50	09:50	413	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ali Kanji
Monday	10:15	11:15	413	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ali Kanji
Monday	11:20	12:20	3216	Business L3 Ext Diploma Year 1 (BT917-X1-D)	William Urquhart
Monday	13:15	14:15		Study Period	
Monday	14:20	15:20		Study Period	
Monday	15:25	16:25	421	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ricardo Ferreira
Tuesday	08:50	09:50		Study Period	
Tuesday	10:15	11:15		Study Period	
Tuesday	11:20	12:20	413	Tutorial Enrichment	Ali Kanji
Tuesday	13:15	14:15	421	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ricardo Ferreira
Tuesday	14:20	15:20		Study Period	
Tuesday	15:25	17:25		Study Period	
Wednesday	08:50	09:50	3216	Business L3 Ext Diploma Year 1 (BT917-X1-D)	William Urquhart
Wednesday	10:15	11:15	3216	Business L3 Ext Diploma Year 1 (BT917-X1-D)	William Urquhart
Wednesday	11:20	12:20	413	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ali Kanji
Wednesday	13:15	14:15		Study Period	
Wednesday	14:20	15:20		Study Period	
Wednesday	15:25	16:25		Study Period	
Thursday	08:50	09:50	416	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ricardo Ferreira
Thursday	10:15	11:15	416	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ricardo Ferreira
Thursday	11:20	12:20		Study Period	
Thursday	13:15	14:15	3216	Business L3 Ext Diploma Year 1 (BT917-X1-D)	William Urquhart
Thursday	14:20	15:20	413	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ali Kanji
Thursday	15:25	16:25		Study Period	
Friday	08:50	09:50		Study Period	
Friday	10:15	11:15		Study Period	
Friday	11:20	12:20	416	Business L3 Ext Diploma Year 1 (BT917-X1-D)	Ricardo Ferreira
Friday	13:15	14:15		Study Period	
Friday	14:20	15:20	3216	Business L3 Ext Diploma Year 1 (BT917-X1-D)	William Urquhart
Friday	15:25	16:25		Study Period	

Section 4: The Messages Page and Links

Click on the **Messages Icon** at the top of the page and navigate around this page by clicking on the links in the blue VISTA area). This page contains information that we would specifically like to draw to your attention:

1. **Absence and Lates** - The example below illustrates information that may be displayed and a student with an attendance/punctuality record of this sort would be a cause for concern.

The screenshot shows a web browser window with the URL <https://intranet.qmc.ac.uk/vista2006/vistaParent/index.asp>. The page title is "vista" and it features a navigation bar with icons for Student, Messages, Help, and Logout. A sidebar on the left contains links for Contacts, Exam Timetable, One-to-Ones, Personal Details, Progress, Timetable, Weekly Attendance, and Logout, along with Tools: Print and Copy.

The main content area displays "Attendance for last 7 days for : Laura Silver" and contains the following table:

Date	Day	Time	Class	Teacher	Mark	Mark Desc	Mins Late
22/3/2018	Friday	08:50	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
		10:15	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
		13:15	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		14:20	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	
		11:20	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
23/3/2018	Saturday	14:20	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		11:20	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
26/3/2018	Tuesday	08:50	Business L3 Ext Diploma Year 1	Ali Kanji	L	Late	8
		10:15	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	
		11:20	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		14:20	Football Academy (Male)	Christopher Kirby	/	Present	
		15:25	Business L3 Ext Diploma Year 1	Ricardo Ferreira	O	Unauthorised Ab	
		11:20	Tutorial Enrichment	Ali Kanji	L	Late	5
27/3/2018	Wednesday	13:15	Business L3 Ext Diploma Year 1	Ricardo Ferreira	/	Present	
		08:50	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
28/3/2018	Thursday	10:15	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		11:20	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	
		08:50	Business L3 Ext Diploma Year 1	Ricardo Ferreira	V	Weather/Transport	
29/3/2018	Friday	10:15	Business L3 Ext Diploma Year 1	Ricardo Ferreira	V	Weather/Transport	
		13:15	Business L3 Ext Diploma Year 1	William URQUHART	/	Present	
		14:20	Business L3 Ext Diploma Year 1	Ali Kanji	/	Present	

Absences should be notified **by parents/guardians** to the **Help Desk** on a **daily basis** by calling the main college number **01256 417500** or by emailing Helpdesk@qmc.ac.uk

Please note that whilst every effort is made to update these notifications quickly it may, in some cases, take up to 24 hours.

Any **non-notified, non-evidenced or student notified absence will result in a text being sent to the Parent or Guardian listed as first contact** (please see further notes in the Texting Messaging Guide section). Please be aware that notification of an absence does not necessarily mean it is authorised and it may affect the overall attendance record of the student.

2. **Course Changes** - When a student changes course it is recorded on VISTA. You can view when, and why, these changes have occurred. Any course change must be discussed and agreed with the Personal Tutor. Students must attend their timetabled lessons until the change has been processed and updated on VISTA so as not to affect their attendance. An example is shown below:

vista

Student Messages Help Logout

[Absences and lates](#)
[Course changes](#)
[Letters](#)
[Notes to parents](#)
[Logout](#)
Tools:
[Print](#)
[Copy](#)

Course change notifications for Harry.

Date	Reason
16/09/2011	-Dropped course History (Ancient) AS class HT-11-B1-H/CL11 -Tutor group change from tutor PBA to LDN
12/06/2012	-Started new course Extended Project - Mathematics in class EXZ12-F1-E/CL12 -Changed class for course Physics A2 from class PN-12-F1-2/CL12 to PN-12-D1-2/CL12
30/08/2012	Is hoping to drop Chemistry A2, but I have advised against this until he has carried out further research into Astrophysics courses at university. Astronomy GCSE instead of EPQ. -Started new course Astronomy GCSE in class AS-12-A1-X/CL12 -Changed class for course Chemistry A2 from class CF-12-A1-2/CL12 to CF-12-D1-2/CL12
03/09/2012	Harry has switched from EPQ to Astronomy GCSE (NEV aware of this change) and dropped Chemistry A2 -Started new course Astronomy GCSE in class AS-12-A1-X/CL12 -Dropped course Chemistry A2 class CF-12-A1-2/CL12 -Dropped course Extended Project - Mathematics class EXZ12-F1-E/CL12
05/09/2012	See attached email -Started new course Astronomy GCSE in class AS-12-A1-X/CL12 -Dropped course Chemistry A2 class CF-12-A1-2/CL12 -Dropped course Extended Project - Mathematics class EXZ12-F1-E/CL12
14/09/2012	No longer taught by current tutor -Tutor group change from tutor LQN to NEV

Summary of how to access VISTA for Parents and how to contact us

- To register for the first time, type this link into your browser: <https://www.qmc.ac.uk> for our website. Click on the parent tab at the top of the screen. Go to **VISTA for Parents**.
- You will be prompted for your User ID and Password - information contained in a letter issued in September (unless you have already accessed the system in the previous year).
- When you **register for the first time** you will be asked for some **additional information** about your son/daughter, you will only be asked for this information once.
- Once you have successfully registered you will be prompted **to change the User ID provided to your own email address and choose your own password** (for preference). Alternatively you may opt to use the same information you have chosen for our online payment system (statements and passwords also sent in September).
- If you have any problems logging in to VISTA for Parents please send an email to v4p@qmc.ac.uk .

Who to contact regarding a student's progress:

- Your main contact at the College is your son'S/daughter's **personal tutor**.
- A link to the personal tutor's email is located on the VISTA for Parents front page (Progress Link).
- The College Help Desk telephone is 01256 417500 for any query.

Text Messaging service for Parents/Guardians regarding absence

The College is committed to working with parents to help students achieve to the very best of their ability. You can monitor attendance, the completion of homework and read progress reviews through the VISTA for Parents system.

Research shows that attendance is fundamental to success: every 5% below 95% attendance and students' final grades suffer by one grade.

As part of our communication with you, we aim to **operate a daily text messaging system** regarding absence. If a student misses at least one class, or 'phones in their own absence, a text message will be sent. These texts are sent at lunchtime (for any morning lesson missed). We do not send again in the afternoon for any further lessons missed. Please note that the switchboard opens at 8.30am and closes at 5pm Monday to Thursday and at 4.30pm on Fridays.

If you have advised us of an absence this is recorded on the main attendance register as quickly as possible following your call, email or correspondence. Please be aware that it is possible to still receive a text message due to the time delay or when there are high volumes of absences. **You need do no more if you are already aware of and have reported the absence.** If you are unaware of the absence please start by discussing the matter with your son/daughter and check VISTA for Parents for more information, including details of the lesson(s) missed.

If you would like to talk to someone to query an absence, please contact us on 01256 417500 and speak to the Help Desk Team. Generally, concerns should be addressed to your son's or daughter's Personal Tutor.

Please advise us of any change to your mobile number/email address via the VISTA system, by email on v4p@qmc.ac.uk, or by ringing 01256 417500 with the change of information (**Please note these same details are used to contact you in the event of an emergency and must be provided by the Parent or Guardian.**)

In brief:

- Texts are sent at lunchtime.
- We update register information as quickly as possible but you may, on occasion, receive an absence notification even though you have contacted us.
- There may be times when a student has missed a lesson but you do not receive a text; for example, the teacher may have been unable to mark the register on time.
- You may receive a text if your son or daughter has notified us of their own absence for the day.
- Texts are sent to the Primary Contact's mobile number.
- Please assist us by ensuring all contact details are kept current for emergency purposes.